



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF ENVIRONMENTAL SERVICES
LAND RESOURCES MANAGEMENT
WETLANDS BUREAU

29 Hazen Drive, PO Box 95, Concord, NH 03302-0095

Phone: (603) 271-2147 Fax: (603) 271-6588

Website: <http://des.nh.gov/organization/divisions/water/wetlands/cspa/index.htm>

Permit Application Status: <http://www2.des.state.nh.us/OneStop/Wetland/Permits/Query.aspx>



SHORELAND PERMIT BY NOTIFICATION (PBN)¹

Office use only: Accepted ☐ Rejected ☐
Check Amount \$ _____ Check No. _____ Initials: _____ Date: _____

Shoreland File Number 2014- _____ Reviewed Date: _____ Initials: _____

A. PROJECT AND OWNER INFORMATION				
1.	Project Property Address	Town/City	State	Zip code
2.	Waterbody Name	Tax Map	Lot	Block
3.	Property Owner Name (last, first, MI)	Phone No.	Fax No.	An email address authorizes electronic communication
Mailing address		Town/City	State	Zip code

B. PROPOSED PROJECT DETAILS: (NOTE: This process cannot be used: a) for impacts to areas under the jurisdiction of RSA 482-A including surface waters and their banks, wetlands, tidal areas including the 100 ft tidal buffer zone, sand dunes and beaches, and; b) to expand the footprint of nonconforming primary structures within the waterfront buffer.)

TOTAL PROPOSED IMPACT AREA: square feet	NEW IMPERVIOUS AREA PROPOSED: square feet
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DESCRIPTION: Provide a brief description of the proposed project including all temporary and permanent impacts, new pervious and impervious areas, and structures.

C. CONDITIONS: Agree to the following Permit by Notification conditions by initialing each one:	
Env-Wq 1406.17(a)	Erosion and siltation control measures shall (1) Be installed prior to the start of work; (2) Be maintained throughout the project; and (3) Remain in place until all disturbed surfaces are stabilized.
Env-Wq 1406.17(b)	Erosion and siltation controls shall be appropriate to the size and nature of the project and to the physical characteristics of the site, including slope, soil type, vegetative cover, and proximity to wetlands or surface waters.
Env-Wq 1406.17(c)	No person undertaking any activity in the protected Shoreland shall cause or contribute to, or allow the activity to cause or contribute to, any violations of the surface water quality standards established in Env-Ws 1700 or successor rules in Env-Wq 1700.
Env-Wq 1406.17(d)	Any fill used shall be clean sand, gravel, rock, or other suitable material.
Env-Wq 1406.05	Upon receiving acceptance of this Permit by Notification, a copy of page one of this form shall be posted on site prior to the start of work.

¹ Form is not valid unless shoreland file number is assigned and notification is accepted, dated and initialed by DES.

D. PBN CRITERIA: In addition to meeting all requirements of RSA 483-B and Rule Chapter Env-Ws1400 the project must meet one of the following. Please check the appropriate qualifying criteria per RSA 483-B:5-b:

<input type="checkbox"/>	1. This project will result in less than 1,500 sq ft of total impact area, of which no more than 900 square feet will be added impervious area (<i>excluding public infrastructure projects</i>); or
<input type="checkbox"/>	2. This is a public infrastructure maintenance or repair project (public utilities, public roadways and access facilities); or
<input type="checkbox"/>	3. This project is directly related to stormwater management improvements, erosion control projects or environmental restoration or enhancement; or
<input type="checkbox"/>	4. This project is an activity defined as qualified for a permit by notification under Env-Wq 1406.05. Identify the specific paragraph under Env-Wq 1406.05 qualifying this project: <input type="checkbox"/> Env-Wq 1406.05(a) relative to geotechnical borings <input type="checkbox"/> Env-Wq 1406.05(b) relative to monitoring wells <input type="checkbox"/> Env-Wq 1406.05(c) relative to drinking water wells <input type="checkbox"/> Env-Wq 1406.05(d) relative to remediation activities

E. IMPACT AREA AND APPLICATION FEE: Indicate the project type, impact area and fee by checking the appropriate box below.

<input type="checkbox"/>	1. The proposed project will temporarily impact _____ square feet and permanently impact _____ square feet for a total of _____ square feet of impact within 250 feet of the reference line. Total Impact area _____ x \$0.10 per square foot + \$100 = _____ This is the project filing fee. If the result is more the \$250 you cannot use this form.	(Max \$250) \$ _____
<input type="checkbox"/>	2. The proposed project is a public infrastructure maintenance or repair project.	Fee Exempt
<input type="checkbox"/>	3. The proposed project meets the criteria of Section D.3. above.	\$100.00

F. REQUIRED CERTIFICATIONS: By initialing by hand within the blank before each of the following statements, and signing below, you are certifying that the information provided is true, complete and not misleading.

_____	1. I understand that any impacts completed under a Permit by Notification filed and accepted based on false, incomplete, or misleading information on the application, plans or attachments shall be subject to enforcement action.
_____	2. I am aware that an accepted Shoreland Permit by Notification will not exempt the work I am proposing from other state, local or federal approvals.
_____	3. I am aware of the requirements regarding impervious area thresholds and have provided all necessary materials necessary to clearly demonstrate this project meets at least the minimum standards of RSA 483-B:9, V(g) 1,2 and 3.
_____	4. I understand that project proposals that do not meet the minimum standards of RSA 483-B and Administrative Rules Chapter Env-Wq 1400 shall be rejected.
_____	5. I understand that failure to conduct the work in accordance with the plans and materials submitted with this Notification shall be considered work without a permit and subject to enforcement action. I agree to conduct all work under this Permit by Notification in accordance with the conditions specified in Section C, above.
_____	6. I understand that incomplete notifications will be rejected and the notification fee will be forfeited.

G. REQUIRED SIGNATURE

Signature of Owner:

Date:

(agent may not sign on owner's behalf)

H. AGENT INFORMATION: If this form has been completed by an agent or any person acting on behalf of the owner, said person shall provide the following information: (*Signature of owner must be present on in Section G*)

1.	Agent Name(last, first, MI)	Phone No.	Fax No.	An email address authorizes electronic communication
	Mailing address	Town/City	State	Zip code

SHORELAND PERMIT BY NOTIFICATION (PBN)

Shoreland File Number 2014 - _____ Reviewed Date: _____ Initials: _____

Office use only: Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Date notified: _____ If rejected, reason: _____ _____
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Property Owner	Project Address	Town/City	State	Zip code
I. INFORMATION REQUIRED FOR NOTIFICATION ACCEPTANCE:				
Your notification package will be rejected if: a) It does not include the following required information. (Initial in the left column if item is included or initial and check N/A if item is not applicable. Do not leave items blank.); b) It does not qualify for a Shoreland PBN under Section “D” of this Notification.				DES USE ONLY
RSA 483-B:5-b, I (a)	A fully completed Notification Form signed by the owner of property			Y N
RSA 483-B:5-b, I (a), 483-B:9, Env-Wq 1406.09 and Wq 1406.10	Plans clearly and accurately depicting the work to be completed relative to the reference line of the jurisdictional waterbody, including the following: <ul style="list-style-type: none"> ▪ The scale used on the plan; ▪ A north-pointing arrow, indicating orientation; ▪ A legend that clearly indicates all symbols, line types and shadings; ▪ The reference line, the primary structure setback line, the natural woodland buffer and the protected shoreland zone; ▪ The dimensions and locations of all existing and proposed impervious areas. If there are no additional impervious areas, do not show existing impervious areas; ▪ The dimensions, locations, and descriptions of all proposed temporary impacts associated with completion of the project. 			Y N
Env-Wq 1406.10(e)	Plans depicting a cross-section of any pervious surface technologies. Check N/A if no pervious surface technologies are associated with this project <input type="checkbox"/> N/A			Y N
RSA 483-B:9, V(g)(2) and Env-Wq 1500	If post-construction impervious area will be greater than 20%, plans for a stormwater management system that will infiltrate increased stormwater from development. Check N/A if proposed project has a post-construction impervious area of 20 % or less <input type="checkbox"/> N/A			Y N
RSA 483-B:9, V(g)(1) &(3) and Env-Wq 1500	If post-construction impervious area is greater than 30%, plans which demonstrate that: <ul style="list-style-type: none"> ▪ Each grid segment of the waterfront buffer meets the minimum required tree, sapling, shrub and ground cover score; and ▪ A stormwater management system that will not concentrate stormwater runoff or contribute to erosion has been designed and certified by a professional engineer. Check N/A if proposed project has a post-construction impervious area of 30 % or less <input type="checkbox"/> N/A			Y N
Env-Wq 1406.10(f)	If proposed project includes work within the waterfront buffer, plans which delineate: <ul style="list-style-type: none"> ▪ Each grid segment of the waterfront buffer that will be impacted by the project; and ▪ The location and diameter of all trees and saplings and the location of all shrubs and groundcover within each segment to be impacted; and ▪ A designation of the trees, saplings and shrubs, over 3 feet in height and groundcover to be cut during the project. Check N/A if proposed project has no work planned within the waterfront buffer. <input type="checkbox"/> N/A			Y N
RSA 483-B:5-b, I (a)	Dated photographs, clearly showing the area to be impacted.			Y N
RSA 483-B:5-b, I(b)(1)	Fee, as indicated in Section E. Check or Money Order made out to “ Treasurer-State of NH ”			Y N